

~~SECRET~~

MAINTENANCE OF FILES, LOGS, REGISTERS, ETC.

Division [REDACTED]

1. Maintains the following registers and logs:

a. Requisition Log

File Number

Voucher Number

Cargo Number

Nomenclature of first item

Requested By

Destination

Date In

Project Number

b. Incoming Dispatch and Cable Log

Green copy of control form

c. Outgoing Dispatch and Cable Log

Originator

Date

Number

Subject

Date out

2. Maintains the following files:

a. Usual files of administrative matter common to all offices.

b. Requisition file consisting of a folder for each requisition containing all papers pertinent to that order.

c. Vehicle file - same as for requisitions.

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